

DISABILITY RESOURCES & SERVICES

ACADEMIC ACCOMODATION PROCESS

In order to arrange for an accommodation through the Disability Resources & Services (DRS) Office at South Mountain Community College, the student will complete the following steps:

1. Self-Identify Need/Make a request for accommodation(s).

- Future students need to request accommodations two (2) weeks prior to the start date of their class. Some accommodations such as large monitors, enlarged print, interpretive services, adaptive software, alternative texts, etc. may take longer to coordinate and may require extended notice.

2. Complete an online application. You will be asked to provide (or upload) supporting documentation.

- Students are required to work with the DRS Office to complete all forms associated with the steps necessary to implement their accommodations in their classes. Supporting documentation will be reviewed to identify and grant accommodations.

3. Complete an intake and/or orientation.

- An intake may be necessary to determine appropriate accommodations. Students should expect a phone call and/or email to schedule their intake. Students must meet with a DRS representative to review their rights, responsibilities, granted accommodations and how they're implemented before receiving accommodations.

4. Make online request for services, select accommodations.

- Students must make an online request for each registered course, identifying which accommodations are being requested of the DRS office. An Instructor Notification Form (INF) will be sent to your instructors detailing your accommodations.

5. Meet with faculty.

- Students are required to meet with each of their course instructors prior to the start of the course to ensure the requested accommodations are communicated. The instructor has the opportunity to review how to address the requested accommodation within his/her learning environment.

*** Steps 4 and 5 are repeated each semester**

Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: **(480) 731-8499**. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.

DISABILITY RESOURCES & SERVICES

EXAMPLES OF ACADEMIC ACCOMODATIONS

DISABILITY	ACCOMODATION EXAMPLES
Blindness	<p>Audio-tape, Braille or e-formatted lecture notes, handouts, and text</p> <p>Verbal descriptions of visual aids</p> <p>Raised-line drawings and tactile models of graphic materials</p> <p>Braille lab signs and equipment labels, auditory warning signals</p> <p>Adaptive lab equipment and Software (e.g., JAWS, talking thermometers and calculators, light probes and tactile timers)</p> <p>Computer with optical character reader, voice output, Braille screen display and printer output</p>
Hearing Impairment	<p>Interpreter, real-time captioning, FM system, notetaker</p> <p>Open or closed-captioned films, use of visual aids</p> <p>Written assignments, lab instructions, demonstration summaries</p> <p>Visual warning system for lab emergencies</p> <p>Use of email for class and private discussions</p>
Learning	<p>Notetaker and/or audio-taped class sessions, captioned films</p> <p>Extra exam time, alternative testing arrangements</p> <p>Visual, aural, and tactile instructional demonstrations</p> <p>Computer with voice output, spell checker, and grammar checker</p> <p>Memory index cards</p> <p>Adaptive Software (Dragon Naturally Speaking, Kurzweil, etc.)</p>
Mobility Impairment	<p>Notetaker/lab assistant; group lab assignments</p> <p>Classrooms, labs, and field trips in accessible locations</p> <p>Adjustable tables; lab equipment located within reach</p> <p>Class assignments made available in electronic format</p> <p>Computers equipped with special input device (e.g., voice input, Morse code, alternative keyboard) Ergonomic Seating</p>
Health Impairment	<p>Notetaker</p> <p>Flexible Attendance requirements and extra exam time</p> <p>Assignments made available electronically; use of email to facilitate communication</p>

DISABILITY RESOURCES & SERVICES

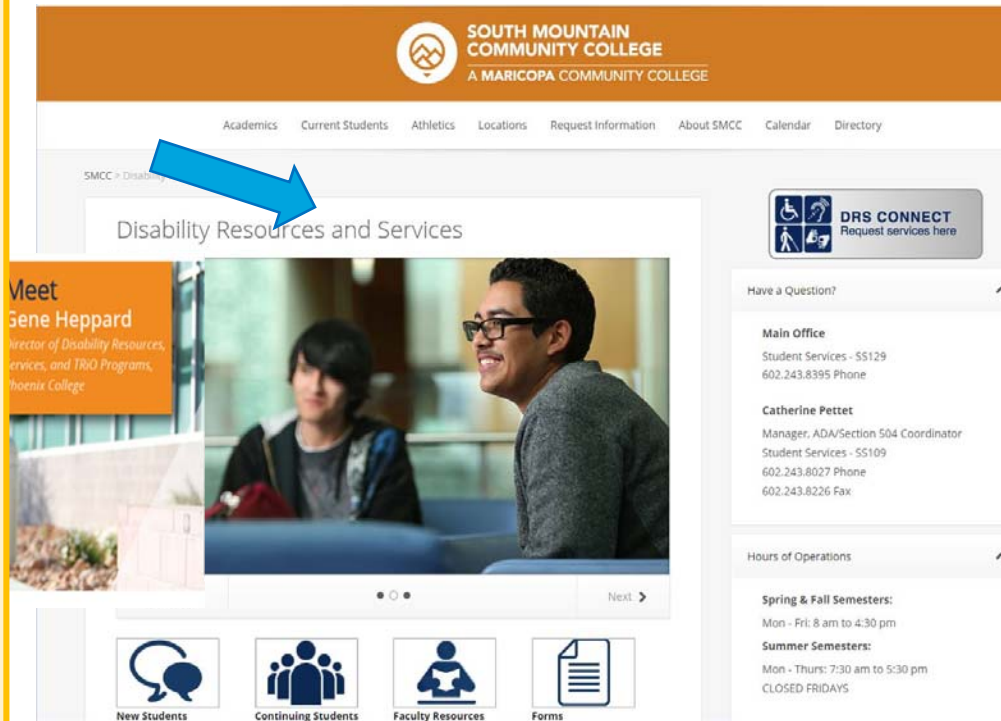
APPLICATION PROCESS

To Request DRS Services

1. Apply at link below
OR google “SMCC DRS Connect” and selecting your first option

<https://olympic.accessiblelearning.com/GCCAZ/>

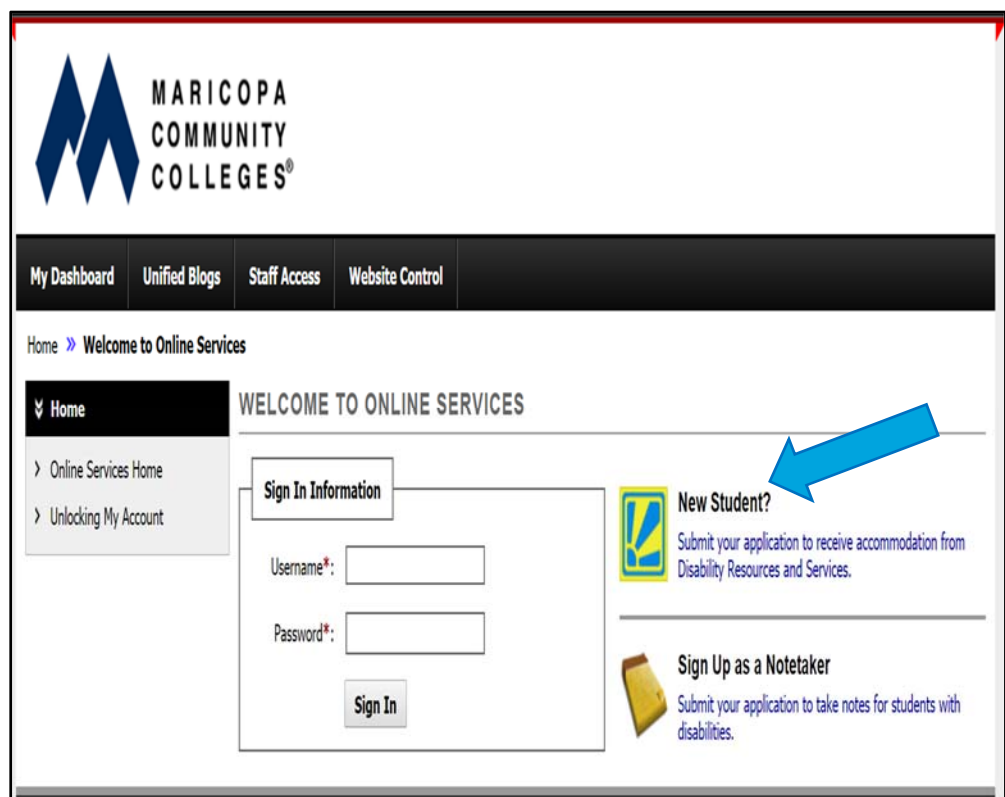
1. Click on
DRS CONNECT
Register Services here



The screenshot shows the South Mountain Community College website. The header includes the college name and navigation links. The main content area features a video player with a blue arrow pointing to the 'DRS CONNECT' button. Below the video are icons for New Students, Continuing Students, Faculty Resources, and Forms. On the right, there is a sidebar with contact information for the Main Office and Catherine Pette, and a section for Hours of Operations.

New Students

1. Click on *New Student?*
2. Complete the application.
3. If you have a Maricopa MEID please type as ‘username’ when prompted otherwise, leave blank.
4. Complete required fields. You will have option to upload documentation that supports your disability.



The screenshot shows the Maricopa Community Colleges online services portal. The header includes the college logo and navigation links. The main content area features a sign-in form with fields for Username and Password, and a Sign In button. A blue arrow points to the 'New Student?' button, which is accompanied by a description: 'Submit your application to receive accommodation from Disability Resources and Services.' Below this, there is a 'Sign Up as a Notetaker' button with a description: 'Submit your application to take notes for students with disabilities.'

****WAIT for DRS to contact you by email. Please read your student email frequently for messages. When notified, you may log into DRS connect to request accommodations from those granted by DRS Representative & sign release forms.**

Sign Releases

1. Log onto DRS CONNECT to Sign Releases
2. Click *Information Release Consent*

Sign Releases (con't)

Click the drop down menu and Complete (2) Releases:

1. *MCCCD DRS Guidelines and Expectations Form*

Read the content click submit

2. *Professors*

In the name area put "ALL MCCCD Professors" click submit

3. Other Releases are optional

These releases are good for a year unless you choose to extend it

SMS (Text Messaging)

Status: **In-Active**
Update Preference

Home

- > My Dashboard
- > My Profile
- > **Two Factors Authentication**
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Agreements with Instructors

Any questions or concerns? Use the following contact information:
Phone: (480) 731 - 8000
Send Email Address

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
 - No Accommodation Requests Found**

You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.

If you have any questions, please contact our office.
Maricopa County Community College District
Office of Disability Resources and Services
Glendale 602-286-8170
Chandler 480-461-7447
Phoenix 602-285-8863
Scottsdale 480-423-6517
Paradise Valley 602-787-7171
Rio Salado 480-517-9562
South Mountain 602-243-8395

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resources and Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Summer 2016 - FON 241.0005 - PRINCIPLES OF HUMAN NUTRITION (CRN: 10834)
- Summer 2016 - SLG 101.0002 - AMERICAN SIGN LANGUAGE I (CRN: 10331)
- Spring 2016 - ARH 100.0002 - INTRODUCTION TO ART (CRN: 13372)
- Spring 2016 - CSC 180AA.0002 - COMPUTER LITERACY (CRN: 31380)

MARICOPA COMMUNITY COLLEGES

My Dashboard | Unified Blogs | Staff Access | Notetaker

Home >> My Dashboard >> List Information Release Consents

SMS (Text Messaging)

Status: **In-Active**
Update Preference

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- > My Dashboard
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LIST INFORMATION RELEASE CONSENTS

2 Steps Process to Add Information Release Consent

Consent Type*: **Select One**

- Select One
- Academic Advisors
- DRS FERPA Student Communication Release Authorization
- MCCCD DRS Guidelines and Expectations Form**
- MCCCD Sign Language Interpreter Handbook
- Neighbor
- NorthBridge College Success Program
- Parent or Guardian
- Professors
- Sign Language Interpreting Services Expectations
- Spouse or Partner
- Vocational Rehabilitation Case Manager

NEED HELP?

Access Tutorials
Contact Our Office
Read Disclaimer

DISABILITY RESOURCES AND SERVICES

Maricopa County Community College District
2411 West 14th Street Tempe, Arizona 85281
Tempe, AZ 85281

Website: [Visit Our Website](#)
Email Us: drs.general@memo.maricopa.edu

Phone: (480) 731 - 8000
Fax: (623) 845 - 3273

Requesting Accommodations

1. Log onto **DRS CONNECT**
2. For Step 1, select classes you want accommodations
3. For Step 2 Click to *Continue to Customize Your Accommodation*

My Dashboard Unified Blogs Staff Access Notetaker

Home >> My Dashboard >> Overview

SMS (Text Messaging)
Status: **In-Active**
Update Preference

Home
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> My Profile
> Two Factors Authentication
> Equipment Checked Out
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My Accommodations
> Information Release Consents
> My Eligibility
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Any questions or concerns? Use the following contact information:
Phone: (480) 731-8000
Send Email Address

OVERVIEW

IMPORTANT MESSAGE(S)
Please read the following message(s) regarding your account:
• **Your To Do List:**
No Accommodation Requests Found
You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.
If you have any questions, please contact our office.
Maricopa County Community College District
Office of Disability Resources and Services
Glendale 623-845-3080
Chandler Gilbert 480-857-5188
Estrella 623-935-8863
Gateway 602-238-8170, Maricopa Skill Center 602-238-4390
Mesa 480-461-7447
Paradise Valley 602-787-7171
Phoenix 602-285-7477
Rio Salado 480-517-8562
Scottsdale 480-423-6517
South Mountain 602-243-8395

Select Accommodations for Your Class

Important Note
1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resources and Services.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

Summer 2016 - FON 241.0005 - PRINCIPLES OF HUMAN NUTRITION (CRN: 10834)
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 Spring 2016 - CSC 180AA.0002 - COMPUTER LITERACY (CRN: 31380)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR SPRING 2016
Refine Search Results: Search All
Refine Search

1. *Select Accommodations*

For each class you want particular accommodation

2. Make sure you click on:

Submit Your Accommodation Requests.

If you forget or want to remove an accommodation, you can always go back in to make changes.

My Dashboard Unified Blogs Staff Access Notetaker

Home >> My Dashboard >> Overview

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OVERVIEW

Final Step: Select Accommodation(s) for Each Class

FON 241.0005 - Principles Of Human Nutrition (CRN: 10834)
Instructor(s): **Mary-Angela Mauricio**
Days and Time(s): **TR at 10:00 AM - 12:00 PM**
Date Range(s): **07/05/2016 - 08/04/2016**
Location(s): **LSA 136 , HYBRID**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for FON 241.0005

Allow for short breaks from classroom Alternative Testing

SLG 101.0002 - American Sign Language I (CRN: 10331)
Instructor(s): **Danielle N Murray**
Days and Time(s): **M-R at 09:10 AM - 12:10 PM**
Date Range(s): **05/31/2016 - 06/30/2016**
Location(s): **LA 103**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for SLG 101.0002

Allow for short breaks from classroom Alternative Testing

Submit Your Accommodation Requests **Back to Overview**

Questions? Contact Us!
Please contact our office if you have any questions or concern.
Maricopa County Community College District
Office of Disability Resources and Services
Glendale 623-845-3080
Chandler Gilbert 480-857-5188
Estrella 623-935-8863
Gateway 602-238-8170, Maricopa Skill Center 602-238-4390
Mesa 480-461-7447
Paradise Valley 602-787-7171
Phoenix 602-285-7477
Rio Salado 480-517-8562
Scottsdale 480-423-6517
South Mountain 602-243-8395

NEED HELP? **DISABILITY RESOURCES AND SERVICES**

1. Once you have requested accommodations, contact DRS office to schedule an intake appointment to review accommodations at (602) 243-8395.
2. DRS Advisor will then review & email instructors and student.
3. Contact DRS if you don't receive email by 2nd week of semester.
4. Discuss with instructor specifics of accommodations, if needed.

Access Class Notes in DRS CONNECT

(for those who qualify for this accommodation)

1. Sign into DRS CONNECT

2. Select *Notetaking Services* under

My Accommodations

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My Accommodations

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- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > **Notetaking Services**
- > Agreements with Instructors

Any questions or concerns?

Please read the following message(s) regarding your account:

- **Your To Do List:**
 1. **BIO 202.0005 - Human Anatomy & Physiology II**
 - Alternative Testing: Your instructor has not submitted an alternative testing contract for this class. Please let your instructor know that the link to initiate an alternative testing contract is inside the faculty notification letter sent by our office.
 2. **BIO 202.0006 - Human Anatomy & Physiology II**
 - Alternative Testing: Your instructor has not submitted an alternative testing contract for this class. Please let your instructor know that the link to initiate an alternative testing contract is inside the faculty notification letter sent by our office.
 - Notetaking Services: No notetaker has been assigned to this class. If you know another student in the class that can be a good notetaker, please let us know.

If you have any questions, please contact our office.

Maricopa County Community College District
Office of Disability Resources and Services

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Phoenix 602-285-7477
Rio Salado 480-517-8562
Scottsdale 480-423-6517
Sunnyslope 602-243-8395

View the classes & Available notes to download

My Dashboard

Home >> My Dashboard >> **Notetaking Services**

Login as User Feature

Back to My Profile

SMS (Text Messaging)
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Update Preference

Home

- > My Dashboard
- > My Profile
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My Accommodations

- > Information Release Consents

NOTETAKING SERVICES

BIO 202.0005 - Human Anatomy & Physiology II

List of Notetaker(s):

- Name: [Redacted] Available Note(s) for Download (Click to Expand)
- Name: [Redacted] Available Note(s) for Download (Click to Expand)

BIO 202.0006 - Human Anatomy & Physiology II

No Notetaker has been Assigned to this Class

If you know another student in the class that can be a good notetaker, please have them stop by the office or sign up electronically.

Questions? Contact Us!

Notes are listed by title

Back to My Profile

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BIO 202.0005 - Human Anatomy & Physiology II

List of Notetaker(s):

- Name: [Redacted] Available Note(s) for Download (Click to Expand)

- **Notes for Week 4 (Wednesday)** Download Note
File Name: Scan0003.jpg
File Size: 346 KB Download Count: 3 Last Download: Tuesday, March 01, 2016 at 06:28:19 AM
- **Notes for Week 4 (Wednesday)** Download Note
File Name: Scan0002.jpg
File Size: 443 KB Download Count: 2 Last Download: Tuesday, March 01, 2016 at 06:34:19 AM
- **Notes for Week 4 (Monday)** Download Note
File Name: Scan0002.jpg
File Size: 440 KB Uploaded on: Thursday, February 11, 2016 at 06:28:15 PM
- **Notes for Week 4 (Monday)** Download Note
File Name: Scan0001.jpg
File Size: 333 KB Uploaded on: Thursday, February 11, 2016 at 06:27:50 PM
- **Notes for Week 3 (Wednesday)** Download Note